



# TRUCK CONTROL

## TABLE OF CONTENTS

REVISION PAGE.....	1
INFORMATION PRIVACY PRINCIPLES FOR INDIVIDUALS.....	2
OVERVIEW.....	4
DAILY INVENTORY REPORT.....	5
ACCESS TRUCK CONTROL SYSTEM DATABASE.....	6
RELEASING REMITTANCE TO WORK CONTROL CASHIERING .....	7
DUPLICATE DLNS .....	9
CREATING TRUCK SHEETS.....	10
SET-UP AND RELEASE TRUCKS .....	11
KEYING FORM 6110 INTO TRUCK CONTROL DATABASE .....	12
AUTOMATED MIS REPORT .....	14
NONAUTOMATED MIS REPORT – VIDEO AND NONTAX DATA.....	15
NONAUTOMATED MIS REPORT – REMIT PAGE 1 ID SHORT, ISCAR, OSCAR, (592, 597, 594), ID PAYMENT DOCS .....	17
NONAUTOMATED MIS REPORT – BANK & CORPORATION NONREMIT .....	19
NONAUTOMATED MIS REPORT PUC - CONTRACTS .....	21
MIS REPORT NONREMIT AND REMIT NONAUTOMATED REMIT PAGE 2/PIT .....	23
NONAUTOMATED MIS REPORT - HRA.....	26
HRA AND EXAMS WORKSHEET .....	27
MIS REPORT - ADJUSTMENTS .....	29
DAILY TRUCK COUNT.....	30
DAILY TRUCK REPORT.....	32
KEYING REPORTS .....	33
WALK-THRU RETURNS FOR PIT AND 565 .....	34
ORDERING DLN PAGES.....	35
EXPANSION RANGES AND SUFFIXING.....	36
ORDERING ADDITIONAL TRUCK NUMBERS .....	37
TABLE DESCRIPTIONS.....	38
GLOSSARY.....	40

## REVISION PAGE

Section	Reason	Date

# INFORMATION PRIVACY PRINCIPLES FOR INDIVIDUALS

## 1. Information Gathering and Use Principle

We gather personal information only if it is relevant and necessary for us to accomplish our mission. We use personal information in a responsible and lawful manner.

- We gather personal information only after we determine we have an appropriate use for it.
- We strive to use only information that is accurate, complete, and current.
- If we use personal information for other than the original intended purpose, we first determine that the new use is appropriate.

## 2. Information Sharing Principle

We share personal information only when we have legal authority to do so.

- We do not share personal information with others unless: (a) you have given us the authority to share the information, or (b) the other party has legal authority to receive the information.
- We educate others with whom we share personal information on the requirement to protect privacy.

## 3. Information Retention Principle

We retain personal information only as long as necessary to fulfill established business needs for that information.

- We periodically review our business needs to retain personal information.
- We destroy the personal information we no longer need.

## 4. Information Security Principle

We have reasonable safeguards to ensure the security and confidentiality of personal information.

- We educate our employees on the importance of protecting the privacy of personal information.
- We protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification.
- We provide personal information only to employees who have a business need and only when appropriate safeguards are in place.
- We tailor our safeguards based on the type of information we maintain.
- We periodically review our practices to ensure we have adequate safeguards.

# INFORMATION PRIVACY PRINCIPLES FOR INDIVIDUALS (CONT.)

## 5. Right to Know Principle

Individuals have the right to know what types of personal information we gather and use.

- We advise you of what types of personal information we gather and how we use the information.
- We advise you of what types of personal information we share with other organizations and the authority for sharing the information.
- We routinely inform the public about our information privacy policies and practices.
- We provide, upon request, information about our privacy policies and practices, including the names of staff responsible for overseeing our compliance.

## 6. Right to Inspect and Correct Principle

Individuals have the right to inspect the personal information we maintain about them.

- We have an accessible and simple inspection and correction process.
- We respond to your request within a reasonable time and at minimal or no cost to the individual.
- We correct the personal information when more accurate or complete facts are established.

## 7. Right to be Heard Principle

You have a right to be heard if you believe we failed to adhere to our Information Privacy Principles for Individuals.

- We have an accessible and simple complaint process.
- We investigate all complaints and respond promptly.
- We take corrective measures when appropriate.

## 8. Commitment Principle

We periodically have outside privacy experts review our practices to ensure that we follow our Information Privacy Principles for Individuals.

## OVERVIEW

This manual provides instructions for the Truck Control Unit. The Truck Control Unit prepares Truck Batch Control and Payment Batch Control logs for all tax return, payment, and document processing.

### SUMMARY OF RESPONSIBILITIES:

The Truck Control Unit provides support to the Numbering Unit and the Information Capture and Banking Section (ICBS). This includes creating a steady flow of work in order of priority, providing volume and comparison reports, processing walk-thrus and the ordering of DLNs (Document Locator Numbers).

### PRIORITIES:

1. Complete the morning inventory report. This report is an estimated count of the returns and documents left in bins at the end of the previous day's shift.
2. Work the pallets/bins, which must be evaluated and placed on trucks. These trucks should be made available to the Numbering Unit as soon as possible. If the last truck sheet of a series is used in this process, a new one must be printed to replace it.
3. Work batches of completed remit work on the "money-cart." These batches are keyed into the system and walked over to the orange cashiering flag in ICBS. All other payments are scanned by IPACS (Information Processing and Cashiering System).
4. Work walk-thrus. Those containing a payment are top-priority. These returns are processed promptly.
5. Assign a control log and hand-deliver all completed trucks in the unit to ICBS for keying.

## DAILY INVENTORY REPORT

### INTRODUCTION:

The daily inventory report is an estimated count of the returns and documents left in bins at the end of the previous shift.

### PROCEDURES:

The procedures for the Truck Control Daily Inventory Report are listed below. An example of this worksheet is on the next page.

STEP	PROCEDURE
1.	Date the daily inventory worksheet located ****.
2.	Count the workloads as accurately as possible and enter the volumes in the correct fields.
3.	When writing in the "Oldest Date" box, find the most common oldest date. Do not write an old date if there are only a few (or one) documents in the batch.
4.	Total up the amounts, and write the oldest date on the sheet at the bottom of the report.
5.	Double click the "My Computer" icon. Double click the ****. Double click the ****.
6.	Double click the **** folder. Double click the ****. Double click the ****. Double click current month folder.
7.	Select **** sheet and enter current data on inventory worksheet and the oldest date.
8.	Save the worksheet.

# ACCESS TRUCK CONTROL SYSTEM DATABASE

## INTRODUCTION:

This section provides procedures for accessing the Truck Control System. Below are the procedures to access the Truck Control System.

STEP	PROCEDURE
1.	Turn on the power for the computer, monitor, and printer.
2.	Enter your USERID when prompted.
3.	Enter your Password when prompted.
4.	The window will display the Truck Control System icons.


## THE TRUCK CONTROL SYSTEM ICONS:

	A	B	C	D	E	F	G
	WORKLOAD			BEGINNING INVENTORY	OLDEST DATE	ENDING INVENTORY	OLDEST DATE
4	PIT NONREMIT RETURNS:			5,775	11/10/03	4,700	11/15/03
6	PIT REMIT RETURNS:			500	11/15/03	60	11/25/03
8	PIT PAYMENTS:			2,000	11/28/03	3,700	12/01/03
10	<b>SUBTOTAL PIT:</b>			<b>8,275</b>	<b>11/10/03</b>	<b>8,460</b>	<b>11/15/03</b>
12	BE NONREMIT RETURNS:			1,325	11/25/03	1,512	11/25/03
14	BE REMIT RETURNS:			180	11/24/03	275	12/04/03
16	BE PAYMENTS:			500	11/15/03	700	11/25/03
18	<b>SUBTOTAL BE:</b>			<b>2,605</b>	<b>11/15/03</b>	<b>2,487</b>	<b>11/25/03</b>
20	565 NONREMIT RETURNS:			200	11/15/03	200	11/15/03
22	<b>SUBTOTAL 565:</b>			<b>200</b>	<b>11/15/03</b>	<b>200</b>	<b>11/15/03</b>
24	Partnership/LLC NONREMIT:			50	12/01/03	50	12/01/03
25	Partnership/LLC REMIT:			15	12/03/03	20	12/05/03
27	<b>SUBTOTAL PARTNERSHIP:</b>			<b>65</b>	<b>12/01/03</b>	<b>70</b>	<b>12/01/03</b>
28	<b>HRA:</b>			<b>1,000</b>	<b>12/05/03</b>	<b>1,000</b>	<b>12/08/03</b>
31	<b>TOTAL INVENTORY:</b>			<b>12,145</b>	<b>11/10/03</b>	<b>12,217</b>	<b>11/15/03</b>
33	<b>TRUCKS RELEASED:</b>						
35		PIT:	11				
36		BE	2				
37		565	0				
38	<b>HRA:</b>						
39		HOME:		589	12/05/03		
40		RENTERS:		688	12/05/03		
41		<b>TOTAL:</b>		<b>1277</b>	<b>12/05/03</b>		
44	<b>PERMS:</b>			<b>SCHEDULED</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>TOMORROW</b>
46	<b>SEASONALS:</b>			5	5	0	
47				1	1	0	
48							
49							

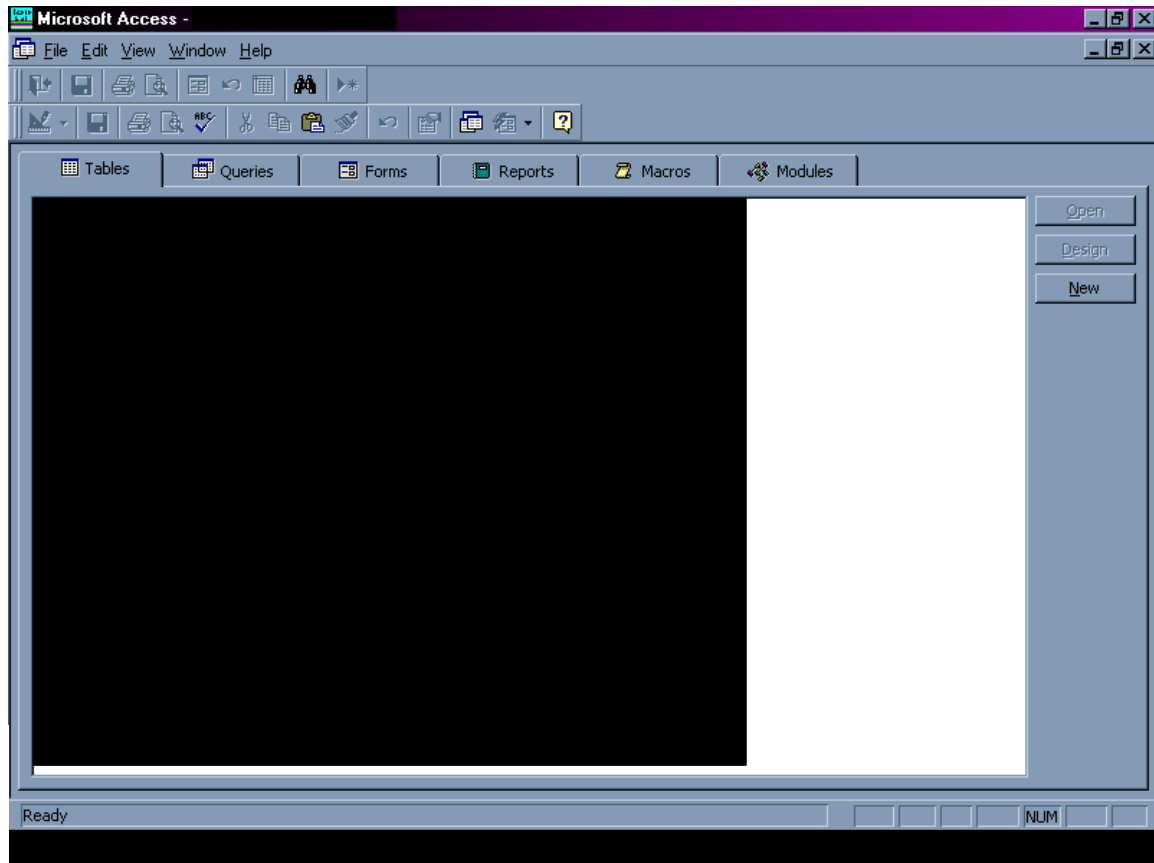


## RELEASING REMITTANCE TO WORK CONTROL CASHIERING

### PROCEDURES TO KEY IN MONEY:

STEP	PROCEDURE
1.	Double click the **** icon.
2.	Enter USERID/Password; then press Enter.
3.	Click OK when message **** appears.
4.	Click the **** tab and then double click the table that is needed.
5.	<p>Click on new. (&gt;*) This button is located at the bottom of screen. See example below.</p> 
6.	Type in DLN and volume. <b>Note:</b> After daily MIS report has been completed, release date must be changed to the next workday.
7.	When all information has been entered, click on close window to exit.
8.	Walk remit batches to the orange flag in ICBS (Cashiering). <b>Note:</b> Walk P.U.C, Data Capture, Tax Clearance, and Corp nonremit walkthrus batches to Work Control. Include nonremit batches with route slip attached and place in the Mail-Stop location.

## RELEASING REMITTANCE TO WORK CONTROL/CASHIERING (CONT.)

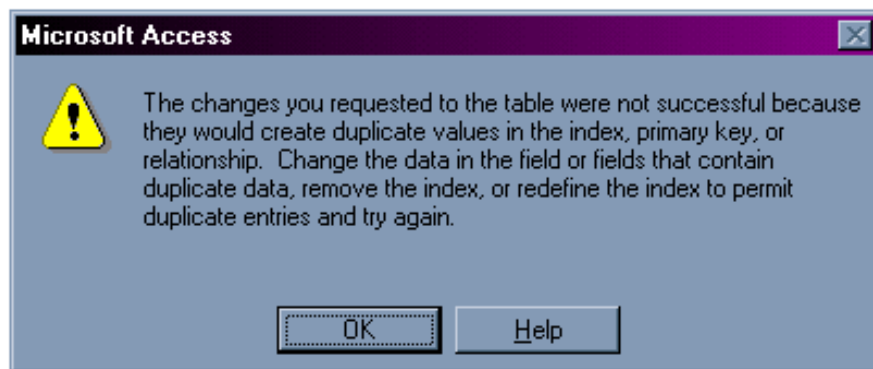


## DUPLICATE DLNs

### INTRODUCTION:

The Truck Control System does not allow duplicate DLNs to be entered. If a duplicate DLN is entered, a message will display (example below). Then:

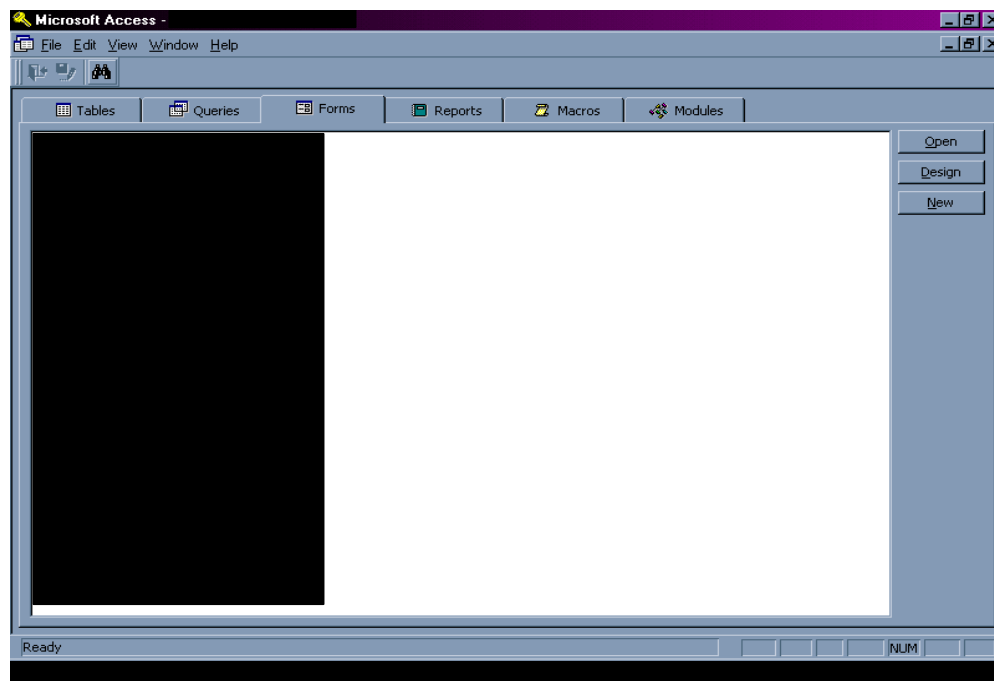
- Click OK once to return to the records.
- Double check number to see if it is entered correctly.
- To find a specific record, right click on DLN field (top of screen); click the binocular icon; and type in the DLN.
- Check date and time of DLN input to see if the DLN has been miskeyed on a previous entry. Adjust as necessary.
- If the original entry in the database appears correct, check the DLN log book located in Numbering to determine if it was keyed into the database correctly.
- If both entries appear correct, check with cashiering to see if the number has been entered on their system. The item must be renumbered if it is in the system. If the item is not found, then delete the record from the Truck Control database and reenter with the correct volume and date.
- Return batch to the Numbering Unit if necessary.



## CREATING TRUCK SHEETS

STEP	PROCEDURE
1.	Double click the **** icon.
2.	Type the Password; then press Enter.
3.	Click OK when message **** appears.
4.	Click Tables tab.
5.	Locate series that is needed in the appropriate DLN logbook (pink binders located in the Truck Control Unit). Double click on the **** icon.
6.	Type the DLN you want to display; verify with the DLN logbook that it matched. If not, type the next available DLN.
7.	Type the truck number you want to display. <ul style="list-style-type: none"> <li>On the keyboard press Page Down, then Page Up.</li> <li>There should be a small black arrow on the left side of the screen. If you see a pencil instead, click it once and the arrow should replace it.</li> </ul>
8.	Click once on Automated Truck Sheet Production to print the truck sheet.
9.	Click Exit.

### AUTOMATED TRUCK SHEET SCREEN EXAMPLE:



## SET-UP AND RELEASE TRUCKS

### INTRODUCTION:

The Truck Control Unit is responsible for maintaining a steady flow of nonremit work to Numbering Unit as it becomes available. This work is placed on the pallets located between the Numbering and Sorts Units. Truck Control Unit is also responsible for the upkeep and stacking of the pallets.

### SET-UP TRUCKS PROCEDURE:

Remove boxes of the same series off a pallet. Place these boxes on top of a truck (three boxes maximum per truck) along with the truck sheet and truck number. Current year PIT returns are top priority, followed by previous and prior PIT, 541, and 565 Partnerships.

### RELEASE TRUCKS PROCEDURE:

STEP	PROCEDURE
1.	Verify that each block folder is filled out properly and the returns are numbered correctly.
2.	Use the next available truck number and fill out the proper Form 6110*.
3.	Trucks with two folders in each unit box are written differently. Please see sample.
4.	White copy of Form 6110 remains in the Truck Control Unit.
5.	The four remaining copies stay on the truck (do not separate).
6.	Place weekly color card and truck number in the slot located on the front end of the truck.
7.	Add any "hats" to the weekly color card if needed. For example: A 2006 540X truck will get a "previous" and "amend" hat (PIT trucks only).
8.	Push truck to the designated holding area.

#### \* Remit Trucks:

Separate green bars from blocks.

Rubber band all the green bar sheets together and place on top of truck.

In pencil, write the truck number and block number on each block.

# KEYING FORM 6110 INTO TRUCK CONTROL DATABASE

STEP	PROCEDURE
1.	Go to Tables tab.
2.	Double click appropriate icon. (See screen display next page.)
3.	Click new (>*) located on the Access toolbar.
4.	Enter TRUCK NO., DATE RETURNS REC., DATE TRUCK RELEASED TO, DLNs (beginning and ending), and VOLUME RETURNS. <b>Note:</b> On the HRA table, the series number must be entered.

## CONTROL LOG EXAMPLE:

**TRUCK BATCH CONTROL LOG**

TRUCK NO.		DATE RETURNS REC. (MO — DAY — YEAR)		J.S. NAME/TRUCK TYPE		TRUCK ASSIGN TO:		TRUCK COMPLETED:		DATE TRUCK RELEASED TO:	
SERIES				<input type="checkbox"/> FTRV1301 (W/H) <input type="checkbox"/> S1BATBAL (HRA) <input type="checkbox"/> W8PTEDIT (565) <input type="checkbox"/> MISC:		SECTION		SUPR INIT		EDP	
REMIT						DATE		DATE		REC	
NON-REMIT						HOUR		HOUR		HOUR	

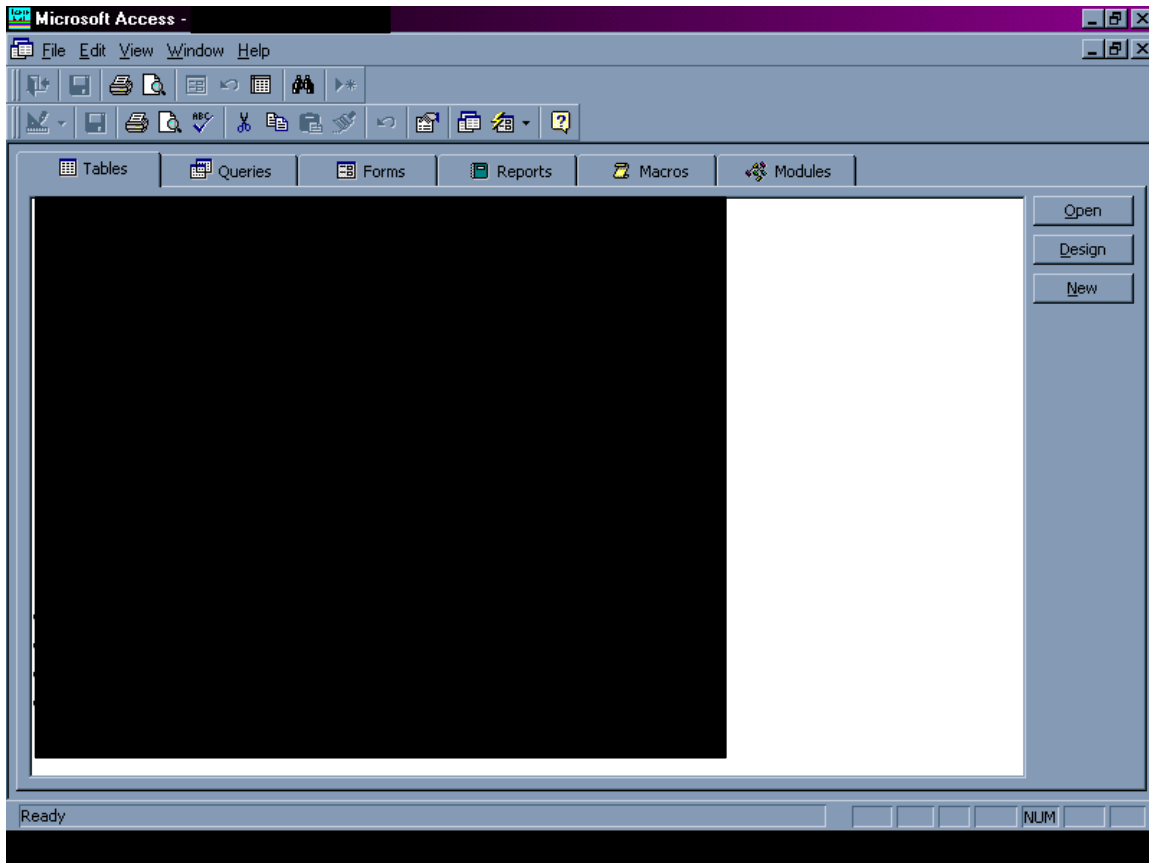
BOX NO.	VOLUME RETURNS	DLN	EXAMINER	OUT		IN		REJECTS	REVIEWER
				DAY	HOUR	DAY	HOUR		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
TOTAL									

INITIAL FOR RELEASE	TRUCK ROUTING						
	REL DATE		EXAMS	DATA ENTRY	D.E. ADJ.	DOC RES	DSS

FTB 6110 (REV 9-93) MIS/RECEIVING COPY PAGE 1

## KEYING FORM 6110 INTO TRUCK CONTROL DATABASE (CONT.)

DATABASE SCREEN EXAMPLE:



## AUTOMATED MIS REPORT

### INTRODUCTION:

The MIS Report is a daily tabulation of volumes for specific workloads. The Truck Control Unit is responsible for updating the Access database, and sending these figures electronically to the MIS Unit every morning for the previous day's work.

### MIS REPORT PROCEDURE:

STEP	PROCEDURE
1.	Click on Forms tab.
2.	Double click ****.
3.	Enter Password ****. Password is case-sensitive; use lower case letters.
4.	Change date to reflect the previous day's date.
5.	Click ****. The computer will extract the required information.
6.	Click ****.
7.	The program will ask for confirmation. Click "Yes" in the dialog box.
8.	Program will indicate that transfer is completed. Click "OK" in the dialog box.



## NONAUTOMATED MIS REPORT – VIDEO AND NONTAX DATA

### INTRODUCTION:

The nonautomated MIS Report is a back up when the automated version is unavailable.

### MIS REPORT PROCEDURE:

STEP	PROCEDURE
1.	Double click the **** icon.
2.	Type the Password; then press Enter.
3.	Click OK when message **** appears.
4.	Click the Form tab.
5.	Double click the form you wish to open. The forms used for the nontax MIS Report are: <ul style="list-style-type: none"> <li>• ****</li> <li>• ****</li> <li>• ****</li> </ul>
6.	Click the **** button twice.
7.	Click ****.
8.	Enter low-end DLN. Always use 000000.
9.	Enter high-end DLN. Always use 999999.
10.	Enter start date (today's date). 00/00/00 (must key slashes).
11.	Enter end date (today's date). 00/00/00 (must key slashes).
12.	Table report will show on screen. Transfer volume count to MIS Report (Video and Nontax). See next page for example.



## NONAUTOMATED MIS REPORT – REMIT PAGE 1 ID SHORT, ISCAR, OSCAR, (592, 597, 594), ID PAYMENT DOCS

### MIS REPORT PROCEDURE:

STEP	PROCEDURE
1.	Double click the **** icon.
2.	Type the Password; then press Enter.
3.	Click OK when message **** appears.
4.	Click the Form tab.
5.	Double click the form you want to open. The forms used for the Remit Page 1 MIS Report are: <ul style="list-style-type: none"> <li>• ****</li> <li>• ****</li> <li>• ****</li> </ul>
6.	Click the **** button twice.
7.	Click ****.
8.	Enter low-end DLN. Always use 000000.
9.	Enter high-end DLN. Always use 999999.
10.	Enter start date (today's date). 00/00/00 (must key slashes).
11.	Enter end date (today's date). 00/00/00 (must key slashes).
12.	Table report will show on screen. Transfer volume counts to MIS Report (Remit Page 1). See next page for example.

**NONAUTOMATED MIS REPORT – REMIT**  
**PAGE 1 (CONT'D.)**

## REMIT PG 1

Organization  
Code

Organization  
Sub-Code

DATE \_\_\_\_\_

## Franchise Tax Board Inventory Input Document

[illegible]

Adjustment Code "-" = Decrease.  
Do not enter a zero (0) amount.  
The Quantity IN must be equal to the Quantity OUT.  
All entries must be at least two digits.

## NONAUTOMATED MIS REPORT – BANK & CORPORATION NONREMIT

### MIS REPORT PROCEDURE:

STEP	PROCEDURE
1.	Double click the **** icon.
2.	Type the Password; then press Enter.
3.	Click OK when message **** appears.
4.	Click the Form tab.
5.	Double click the form you wish to open. The forms used for the Bank & Corporation MIS Report are: <ul style="list-style-type: none"> <li>• ****</li> <li>• ****</li> </ul>
6.	Click the **** button twice.
7.	Click ****.
8.	Enter low-end DLN. Always use 000000.
9.	Enter high-end DLN. Always use 999999.
10.	Enter start date (today's date). 00/00/00 (must key slashes).
11.	Enter end date (today's date). 00/00/00 (must key slashes).
12.	Table report will show on screen. Transfer volume counts to worksheet, then total. See next page for example.



## NONAUTOMATED MIS REPORT PUC - CONTRACTS

### PUC MIS REPORT PROCEDURE:

STEP	PROCEDURE
1.	Double click ****.
2.	Click the **** button twice.
3.	Click ****.
4.	Enter low-end DLN. Always use 000000.
5.	Enter high-end DLN. Always use 999999.
6.	Enter start date (today's date). Enter 00/00/00 (must use slashes).
7.	Enter end date (today's date). Enter 00/00/00 (must use slashes).
8.	Transfer <b>grand</b> total amount from the PUC table report to the MIS worksheet.

**NONAUTOMATED MIS REPORT**  
**PUC – CONTRACTS (CONT'D.)**

## CONTRACTS

Organization  
Code

Organization  
Sub-Code

DATE \_\_\_\_\_

## Franchise Tax Board Inventory Input Document

[illegible]

Adjustment Code "-" = Decrease.  
Do not enter a zero (0) amount.  
The Quantity IN must be equal to the Quantity OUT.  
All entries must be at least two digits.



## MIS REPORT NONREMIT AND REMIT NONAUTOMATED REMIT PAGE 2/PIT

**PIT NONREMIT AND REMIT 540 and 541, MIS REPORT PROCEDURE:**

STEP	PROCEDURE
1.	Make sure that all Form 6110s are keyed for the release date.
2.	Click on **** or ****.
3.	Click the **** button twice.
4.	Click ****.
5.	Enter low-end DLN Always use 000000.
6.	Enter high-end DLN. Always use 999999.
7.	Enter start date (today's date). Enter 00/00/00 (must use slashes).
8.	Enter end date (today's date). Enter 00/00/00 (must use slashes).
9.	Print report from screen. Verify all Form 6110s are accounted for.
10.	Transfer totals from print out to the MIS worksheet*. Then total. Transfer new totals to corresponding codes on the HRA and EXAMS MIS Report.
11.	Key in Form 6110s daily. (Truck Control Document).

\*Some Sub-element codes are combined.

**MIS REPORT NONREMIT AND REMIT  
NONAUTOMATED REMIT PAGE 2/PIT (CONT'D.)**

## REMIT PG 2

Organization  
Code

Organization  
Sub-Code

DATE

## Franchise Tax Board Inventory Input Document

[illegible]

Adjustment Code "-" = Decrease.  
Do not enter a zero (0) amount.  
The Quantity IN must be equal to the Quantity OUT.  
All entries must be at least two digits.

**MIS REPORT NONREMIT AND REMIT  
NONAUTOMATED REMIT PAGE 2/PIT (CONT'D.)**

**PIT**

Organization  
Code

Organization  
Sub-Code

DATE \_\_\_\_\_

## Franchise Tax Board Inventory Input Document

[illegible]

Adjustment Code "-" = Decrease.  
Do not enter a zero (0) amount.  
The Quantity IN must be equal to the Quantity OUT.  
All entries must be at least two digits.

## NONAUTOMATED MIS REPORT - HRA

### HRA MIS REPORT PROCEDURE:

STEP	PROCEDURE
1.	Make sure all Form 6110s are keyed for the release date.
2.	Double click ****.
3.	Click the **** button twice.
4.	Click ****.
5.	Enter low-end DLN. Always use 000000.
6.	Enter high-end DLN. Always use 999999.
7.	Enter start date (today's date). Enter 00/00/00 (must use slashes).
8.	Enter end date (today's date). Enter 00/00/00 (must use slashes).
9.	Print report from screen. Verify all Form 6110s are accounted for.
10.	Transfer totals from the printout to the MIS worksheet.
11.	Send to ICBS along with Form 6110s.

**Note:**

Key information from Form 6110s (Truck Control Documents) prior to printing out the daily report.

## HRA AND EXAMS WORKSHEET

Sub-Element Code	Table Report	Series	DLN Range	Volume
65	****	644	644000 - 644999	
		649	649000 - 649999	
		654	654000 - 654999	
		659	659000 - 659999	
			Total Workload	
66	****	664	664000 - 664999	
		669	669000 - 669999	
			Total Workload	
68	****	684	684000 - 684999	
		689	689000 - 689999	
			Total Workload	
69	****	694	694000 - 694999	
		699	699000 - 699999	
			Total Workload	
765	****	740	740000 - 741999	
		742	742000 - 742999	
			Total Workload	
755	****	743	743000 - 744999	
		745	745000 - 745999	
			Total Workload	

## NONAUTOMATED MIS REPORT HRA (CONT'D.)

## HRA AND EXAMS

Organization  
Code

Organization  
Sub-Code

DATE \_\_\_\_\_

## Franchise Tax Board Inventory Input Document

[illegible]

Adjustment Code "-" = Decrease.  
Do not enter a zero (0) amount.  
The Quantity IN must be equal to the Quantity OUT.  
All entries must be at least two digits.

## MIS REPORT - ADJUSTMENTS

### INTRODUCTION:

Incorrect work is returned to the Truck Control Unit for correction. If the work was released prior to the day it was returned, an adjustment to the MIS Report will be necessary.

STEP	PROCEDURE
1.	Locate the returned work in the Truck Control database.
2.	Delete/adjust any records directly related to the incorrect work unless the incorrect DLN is in the middle of a truck. Adjust the volume when this happens.
3.	Locate the correct inventory input document (MIS Report sheet) for the series in question.
4.	Enter the original release date at the top of the sheet.
5.	Enter the item count of the returned work in the appropriate sub-element preceded by a "minus" symbol.
6.	Write "ADJUSTMENT" in a red marker on the top right of the sheet.
7.	Make a copy.
8.	Submit the original to the Tech Unit and file a copy for Truck Control Unit.

## DAILY TRUCK COUNT

### INTRODUCTION:

The daily truck count is a tabulation of "physical" trucks released from the Truck Control Unit on a daily basis. This report is sent to 730MGRS and the Numbering Unit supervisor. Physical trucks are the actual trucks and is not the work contained on the truck. These trucks are blue or cream colored and have 20 slots to hold the file folders. The walk-thru workloads are not in a physical truck, but are sent through as "trucks." A walk-thru has a truck number and control log and is hand-delivered to a designated bin in Cashiering, ICBS. These are exceptions and are **not** counted as part of the daily truck count. Other exceptions include numerous truck numbers on one physical truck.

STEP	PROCEDURE
1.	At the bottom of the daily truck report (see **** procedures), there will be a total of all the trucks released for the day.
2.	Beginning with this total, subtract any walk-thrus or extra truck numbers.
3.	Make a note of the total. This will be the total of PIT trucks released.
4.	Count the number of Corp truck sheets received for the day.
5.	Make a note of the total. This will be the total of Corp trucks released.
6.	Double click on the "Microsoft Outlook" icon.
7.	Click on "New."
8.	In the "To" field, enter the name(s) of the current recipients of the daily truck count. The current recipients as of July 1, 2003, are 730 managers and the Numbering supervisor.
9.	Give the totals of PIT and Corp trucks released for the day.
10.	Click "Send."



## DAILY TRUCK COUNT (CONT.)

### TRUCK CONTROL STATS EXAMPLE:

<b>PIT TRUCKS RELEASED:</b>	<b>44</b>
PHYSICAL:	12
WALK THRU'S:	8
NONREMIT SCANNABLES:	19
HRA:	5
REMIT SCANNABLES:	0
<hr/>	
<b>BE: TRUCKS RELEASED:</b>	<b>11</b>
<i>HRA: 12288</i>	
<i>HOME: 6459</i>	
<i>RENTERS: 5829</i>	

# DAILY TRUCK REPORT

## INTRODUCTION:

This report is associated with the following Truck Control database tables only:

- \*\*\*\*
- \*\*\*\*
- \*\*\*\*
- \*\*\*\*
- \*\*\*\*
- \*\*\*\*
- \*\*\*\*
- \*\*\*\*

STEP	PROCEDURE
1.	Make sure all Form 6110s are keyed for the release date, and then separate them by series (remit/nonremit). <b>Note:</b> You will extract the required information from the tables that begin with ****. You do <b>not</b> need to update any **** tables that were not used for the day.
2.	Click whichever **** table you wish to begin with, but it is better to start at the top and work to the bottom.
3.	Click the **** button twice.
4.	Click ****.
5.	Enter low-end truck number. Always use 0000.
6.	Enter high-end DLN. Always use 9999.
7.	Enter start date (today's date). Enter 00/00/00 (must use slashes).
8.	Enter end date (today's date). Enter 00/00/00 (must use slashes).
9.	Print report from screen. Verify all Form 6110s are accounted for.
10.	Place the printed report on top of the Form 6110s and use a paper clip to bind them together.
11.	When all the reports are complete, drop them in the MIS Report bin located in Work Control/ICBS.

## KEYING REPORTS

### PROCEDURES FOR KEYING IN REPORT:

STEP	PROCEDURE
1.	Click Forms tab once.
2.	Go to the appropriate file and double click to open.
3.	Double click the **** button.
4.	Click once on ****.
5.	Enter parameter value box pops-up. In the box, enter low-end DLN. For example, if the series you require is the 550 series, check the DLN series assignment book for the correct range and enter as follows: <b>Example:</b> 550000 and click Enter; then enter high-end DLN. <b>Example:</b> 561999 and click Enter.
6.	Type in start date and then click Enter. For example: If the start date required is April 15, 2008, type 04/15/08 (xx/xx/xx).
7.	Type in end date and then click Enter. For example: If the end date required is April 15, 2008, type 04/15/08 (xx/xx/xx).
8.	Report will appear on screen and click print.
9.	Click Close Window to exit.
10.	Click on Exit Form.

## WALK-THRU RETURNS FOR PIT AND 565

### INTRODUCTION:

Walk-thrus are a priority workload and are processed upon receipt. The walk-thru basket is located in the Truck Control Unit and is checked daily.

### Note:

All Corp/LLC remit and nonremit walk-thrus (with the exception of 565) are numbered in the Numbering Unit.

### PROCEDURES FOR WALK-THRU:

STEP	PROCEDURE
1.	Assign truck number and correct DLN for series. Enter the necessary information into the pre-designated walk-thru pages located in the DLN logbook (which consist of individual pages from the appropriate nonremit white binders located in the Truck Control Unit). The DLNs for the remit workload are taken from the appropriate binders in the Numbering Unit. Write "walk-thru" in the comment section of the DLN used.
2.	Fill out walk-thru on Excel spreadsheet, located on the ****. Enter truck number, series, received date, DLN, SSN, taxpayer's name, item count, and initials.
3.	Number DLN with Bates machine on return and folder. Fill out folder completely (truck number, item count, received date and unit. Enter the middle four digits of DLN on the tab of the file pocket.
4.	Fill out Form 6110 and be sure to stamp all four copies with "walk-thru" stamp.
5.	Walk-thrus of the same series in different folders should be written on the same control log, and rubber banded together with the truck number and control log.
6.	Remit trucks/batches go to orange Cashiering flag in ICBS. Nonremit trucks/batches go to Cabinet #1 in ICBS.

## WALK-THRU RETURNS FOR PIT AND 565 (CONT.)

### EXCEPTIONS/SPECIAL PROCEDURES:

STEP	PROCEDURE
1.	Future year returns are treated the same as normal walk-thrus with one exception. They are not logged into the walk-thru folder.
2.	Disaster walk-thrus must have "Disaster" written on the upper right of the folder, above the truck number box. It must be written on the middle right of the control log on all four copies.
3.	Returns of the same series that are requested by the same employee can be assigned the same DLN. Only the last two digits will be different. For example: If you assign two 550 series walk-thrus the same DLN, they should be numbered 550999 <b>00</b> , 550999 <b>01</b> .
4.	Fiscal year walk-thrus are always assigned a DLN that corresponds with the actual <b>form</b> year.

## ORDERING DLN PAGES

STEP	PROCEDURE
1.	Double click the "Microsoft Outlook" icon.
2.	Click "New."
3.	In the "To" field, enter the name(s) of the current suppliers of DLNs. The current supplier is **** in the global address book.
4.	Be sure to indicate if the DLNs are five or six digits.
5.	Enter the starting and ending DLN for the range you require.
6.	Click "Send" and wait for a response. It usually takes about one day.

## EXPANSION RANGES AND SUFFIXING

### INTRODUCTION:

Expansion ranges are DLNs that are used for series that have exhausted their original allotted range. Sometimes there is no expansion range available, so a suffix is assigned. The same DLN range is repeated with a suffix (a letter "A") simply attached to the end of the number. The Truck Control Unit is **not** responsible for the actual assigning of an expansion range or suffix, but they are responsible for closely monitoring DLNs and making sure that management is aware of any ranges that are in jeopardy of exhausting the allotted range. At this point, it is management's responsibility to assign the expansion range or suffix. If one is assigned, it is necessary to communicate these changes with designated FTB staff to ensure that the Access database will recognize the new DLNs/suffixes. It is vital that the automated MIS Report recognizes the new DLNs/suffixes and categorizes them accordingly.

STEP	PROCEDURE
1.	Closely monitor DLN numbers for possible shortages.
2.	Inform the Numbering supervisor of any problem ranges.
3.	Wait for an expansion range or suffix to be assigned.
4.	Inform FTB programmers of any changes.
5.	Order new DLNs as necessary.
6	Update the necessary DLN logbook(s).

## ORDERING ADDITIONAL TRUCK NUMBERS

### INTRODUCTION:

The Truck Control Unit has 5000 truck numbers to assign for each workload: PIT, HRA, Partnership, and Fiduciary. However, it is not uncommon to exhaust all 5000 of the allotted truck numbers before the end of the process year. Therefore, a system has been put into place that allows ICBS to purge used truck numbers from their system. Once the numbers have been purged, Truck Control Unit can begin recycling the numbers by adding a suffix. The suffix allows the Truck Control database to accept the truck number without recognizing it as a duplicate.

STEP	PROCEDURE
1.	Notify ICBS, within at least two days, if a purge is necessary.
2.	Be sure that the numbers you wish to recycle are in correct numerical order, and that any missing numbers are accounted for.
3.	Mark the suffix "A" next to the truck number on any truck sheets using recycled truck numbers.
4.	Mark the suffix "A" next to the truck number on any control logs (Form 6110s) using recycled truck numbers.

## TABLE DESCRIPTIONS

### DATABASE TABLE:

Contains records showing tax documents received by FTB.

### SINGLE BATCH TABLES:

*****	Nontax document.
*****	Credit card payments.
*****	Child support payments.
*****	Court-ordered debt payments.
*****	Business Entities (Corporation nonremit returns).
*****	Business Entities (Corporation remit returns).
*****	DMV documents - Contract workload.
*****	540 and 541 estimates.
*****	565 and 568 extensions, 565 misc. payments, and 568 taxes.
*****	Letters of Good Standing.
*****	Industrial Health and Safety.
*****	Limited Liability Corporation Tax.
*****	Tax on insurance premiums.
*****	Palletized returns for short-term storage.
*****	Palletized returns for short-term storage.
*****	PIT remit documents.
*****	Public Utility Commission Documents – Contract workload.
*****	Current-year tax returns with payments.
*****	Previous/prior-year returns with payments.
*****	Requests for copies of tax returns.
*****	Travel and Tourism Tax Program documents - discontinues.

### Note:

See individual table headings for more information.



## TABLE DESCRIPTIONS (CONT.)

### DATABASE TABLE:

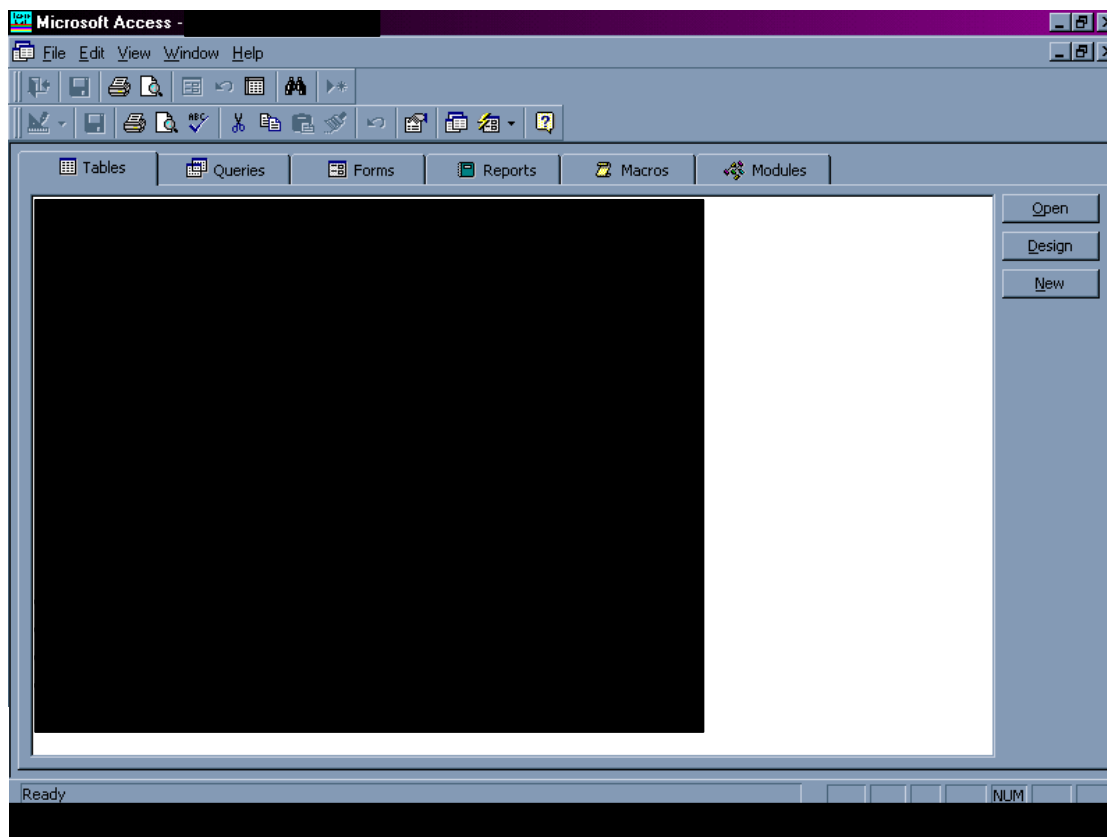
Contains records showing tax documents received by FTB.

### TRUCK TABLES:

*****	Fiduciary returns - no payments.
*****	Fiduciary returns - with payment.
*****	Partnership tax returns - no payments.
*****	Partnership tax returns - with payments.
*****	Automated Data Sheet returns.
*****	HRA Program returns.
*****	Current-year nonremit returns.
*****	Current-year remittance returns.

### LOOKUP TABLES:

Update field information in specific data tables



## GLOSSARY

CORP	Business Entity, Corporation, Bank and Corporation, Limited Liability Company, and Limited Liability Partnership. Corporation workload containing remit and nonremit documents and returns.
Current Year	The current tax year.
Disaster	Taxpayer who is affected by a natural disaster (hurricanes, wildfires, earthquakes, floods, etc.)
DLN	Document Locator Number. Number ranges assigned to different types of workloads in order to track documents and payments through the pipeline.
Floor Supervisor	Floor sup. The floor supervisor is responsible for overseeing workflows and ensuring priority workloads are completed in their respective order.
HOH	Head of household, 08s, and 8s. Questionnaires sent to taxpayers auditing the "HOH filing status."
HRA	Homeowners and renters assistance. A benefit program designed for individuals who meet income requirements and are over the age of 62, under the age of 62 and blind, or under the age of 62 and disabled (not blind).
ICBS	Information Capture and Banking Section.
IPACS	Image Processing and Cashiering System.
LLC	Limited Liability Company. An unincorporated company formed under applicable state statute whose members cannot be held liable for the acts, debts, or obligations of the company, and they may elect to be taxed as a partnership.
LLP	Limited Liability Partnership. A partnership formed under applicable state statute in which the partnership is liable as an entity for debts and obligations and the partners are not liable personally.
MIS	Management Information Systems. A report that show the flow of documents throughout the pipeline, and reflects the inventory balance in each unit on a daily basis.
Nonremit	A term used to describe NO money or checks.
Nontax	Court-Ordered Debt, Vehicle Registration Collections, or Child Support Collection program.
PIT	Personal income tax. Workload containing remit and nonremit documents and returns.
PIT Docs	Personal income tax documents and PIT documents. Workload containing documents received with money.
PIT Return Remit	Personal income tax returns received with money.

## GLOSSARY (CONT.)

Previous Year	A return within three years precedes the current tax year.
Prior Year	A return beyond three years of the current tax year.
PUC	Public Utility Commission. The PUC regulates privately owned electric, telecommunications, natural gas, water, and transportation companies, in addition to household goods movers and rail safety. FTB processes payments for these services on behalf of the PUC.
Remit	To transmit or send money or a check to a person or place, usually a payment.
RPS	Rapid Payment System is stamped on the envelopes from taxpayers/corporations. We identify these envelopes and process the perforated billing payments.
Truck Sheets	Sheets containing 20 DLNs for PIT workload obtained from Truck Sheet Database.
Trucks	Carts with trays designed to hold returns.
Video	Remit mail received that contains no FTB return or document, a check, or envelope.
Vouchers	Estimates, Payment Coupons, Extension Payments. Estimated quarterly payments, payment of tax due for e-file, and payment of estimated taxes due when filing an extension.